



OUTGOING MISSIONS APPLICATION INSTRUCTIONS

(October 1, 2005 – September 30, 2006)

SECTION I. INTRODUCTION

The Jay Malina International Trade Consortium (ITC) provides support to Miami-Dade County organizations that lead outgoing trade missions abroad and that support the ITC's strategic plan for missions. Eligible organizations receive the official endorsement of the ITC and Miami-Dade County for the mission, and may receive limited funding in the amount not to exceed \$3,000.

The mission support program consists of two parts. An Application for Mission Certification, and a reimbursement for mission expenditures consistent with the criteria established for Level II outgoing missions by ITC. Certification of mission does not guarantee mission reimbursement. ITC reimburses certified missions only after grantees have satisfied mission reimbursement requirements.

Mission Application Process consists of:

- A. Application for Mission Certification
- B. Review of Mission Application
- C. Mission Certification
- D. Mission Reimbursement

SECTION I. INSTRUCTIONS - CRITERIA

A. QUALIFICATION FOR SUPPORT

To qualify for support under the ITC Outgoing Trade Missions Program, the mission's primary objectives must be to develop trade relationships that foster or facilitate the trade of products, goods and/or the sourcing of representation through agents, distributors, and joint ventures; and to promote Miami-Dade County as a center for international trade. Applicants shall be evaluated in accordance with the Criteria established by the ITC Board of Directors.

B. MISSION LEVELS

LEVEL I – MIAMI-DADE BUSINESS DEVELOPMENT MISSIONS

Missions planned and organized by ITC and/or headed by an elected Miami-Dade County official or the Chair of the ITC or his/her designee.

LEVEL II – BEST PROSPECTS MISSIONS

Missions planned and organized by third parties seeking best prospects or new markets for their products in other cities/countries. This includes trade shows.

C. ELIGIBILITY FOR FUNDING

Qualifying organizations eligible for funding (the Grantee) must be legally incorporated as Not-For-Profit organizations in the State of Florida, or be a representative of foreign governmental agencies.

Level II missions must have a minimum of 10 outgoing business delegates unless otherwise approved by the Executive Director for special circumstances.

C. ELIGIBILITY FOR FUNDING (Cont'd)

Grantees may apply for funding for more than one mission but the maximum amount given to any entity for reimbursement of mission expenses for outgoing and incoming missions will not exceed \$5,000 in a County fiscal year

To ensure equitable distribution of funds, priority for funding shall be given to missions presented by agencies that have not previously received funding and whose missions relate to the ITC Strategic Plan.

Missions that are certified by the ITC and that receive \$3,000 of funding may be eligible to receive additional companion funding from Enterprise Florida, Inc. in an amount not to exceed \$7,500 by applying directly to Enterprise Florida, Inc. at 2801 Ponce De Leon, Suite 700, Coral Gables, Florida and by indicating that certification has been received from ITC.

Mission expenses eligible for reimbursement include:

- Networking lunches or receptions
- Marketing and promotional materials (advertising, printing, mailings)
- Facilities/space rental/transportation/ equipment rental
- In country contract personnel (appointments coordination, translation, security)

D. ELIGIBILITY TO RECEIVE FUNDING

In order to be eligible to receive funding, the Grantees are required to use ITC logo in all publications related to the outgoing trade mission, including the mission's program, and grantees must agree to list ITC as a major sponsoring organization. In addition, in order to be eligible to receive funding, Grantee must complete and submit Section II (Application for Certification) at least forty (30) days prior to undertaking the mission (unless there are special circumstances which require previous prior approval of the ITC Director), the Application for Certification must be approved by the ITC, and Section III (End of Mission Report) must be submitted no later than forty-five (45) days after the completion of the mission.

ITC will not support outgoing missions that are not exclusively trade related. All funding is contingent upon the availability of ITC funds. Applicants must consult the ITC regarding availability of funding prior to conducting the mission.

E. OUTGOING MISSION SUPPORT PROVIDED BY ITC

1. Use of ITC logo and official sponsorship of mission
2. Limited funding
3. Additional funding may be available from Enterprise Florida, Inc.
4. Limited logistical support may be provided by ITC staff upon request

F. CRITERIA FOR SUPPORTING THIRD PARTY REQUESTS FOR LEVEL II MISSIONS

The criteria shall at a minimum include the following:

	Maximum Assignable Points
I. Consistency of mission agenda with ITC's Annual Strategic Plan	5
II. Relevancy of mission agenda to mission's purpose and to ITC's Strategic Plan	5
III. Professional experience and competency of mission organizers	5
IV. Relevance of mission delegates to the objectives of mission	5
V. Proof of legal incorporation and not-for-profit status in the State of Florida	5
VI. Grantee's demonstrated financial capacity to undertake mission	5
TOTAL POINTS	30

*Applicants must score a minimum of 20 points to be considered for funding



SECTION II - APPLICATION FOR CERTIFICATION FOR LEVEL II OUTGOING MISSION

I. Name of Mission: _____

Event Date(s): _____

Organization Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

E-Mail Address: _____

Event Director: _____

Date of Submission: _____

II. ORGANIZATIONAL STATUS:

A. Date of Incorporation in the State of Florida: _____

Incorporated as:

____ Not-For-Profit

____ For Profit Organization

(Eligible to receive only certification and no funding)

B. Federal ID#: _____

C. Tax Exempt#: _____

III. PROJECT DESCRIPTION: (Please attach additional sheets)

Provide a detailed narrative description of the trade mission and its objectives. Each description should include at a minimum, the following:

___ (a) Countries and cities to be visited abroad, and goods or services that will be promoted.

___ (b) How will the mission promote international trade and development for Miami-Dade County.

___ (c) List of other co-sponsoring organizations both in Miami-Dade County and in countries visited.

___ (d) Describe event agenda – Give specific details.

___ (e) Provide list of target products and/or industries that mission will promote.

___ (f) List companies participating in the mission – (must be no less than ten).

___ (g) Provide company profiles including number of employees, date started and other relevant information of participating companies.

___ (h) Provide notarized statement indicating organization is legally incorporated as a not-for-profit corporation in the State of Florida.

___ (i) Provide Financial Statement of organization's past fiscal year.

IV. ESTIMATED BUDGET

ITC will reimburse certified missions for approved expenses in an amount not to exceed \$3,000. Grantees are required to demonstrate below what other sources of funds they will use to undertake the mission.

Estimated Revenue

	<u>(A) CASH</u>	<u>(B) IN-KIND</u>
Estimated Participant Fees	_____	N/A
Estimated Sponsorships	_____	_____
Other Sources of Support – List	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
ITC Funding	\$3,000	N/A
Total Expected Revenues for Mission	_____	_____
Grand Total	(A + B)	

Estimated Expenses

ADMINISTRATIVE

Expenses

In Country Contract Personnel:

- Appointments Coordination	_____
- Translations	_____
- Security	_____
- Facilities/Space Rental/ Equipment Rental	_____

MARKETING AND PROMOTION

Advertising	_____
Printing	_____
Mailings	_____
Group Meetings	_____
Networking Lunches and Receptions	_____
Total	\$ 3,000

Reimbursement **will be made only** upon the full completion of the End of Mission report (Section III) and with appropriate copies of receipts submitted to ITC no **later than forty-five (45) days after the completion of the mission**. Original receipts must be kept on file by Grantees for a period of three years.

V. ATTESTATION

I, _____, the grantee, agree to hold The Jay Malina International Trade Consortium (ITC), harmless from any actions or omissions arising from the trade mission. I also understand that ITC will reimburse grantee after the completion of the mission, use of ITC logo, the submission of End of Mission Report, and the requirements set forth in Section I-D of the application. The grantee agrees that the ITC reserves the right to cancel endorsement at any time prior to the date of the trade mission. The Grantee also certifies, under penalty of perjury, that information provided in Sections II and III of this certification for Outgoing Trade Mission is true and correct and submitted for the purpose of requesting reimbursement of up to \$3,000 from ITC. The vendor further certifies that no vendor used in this mission is related to any officers or staff of the Grantee'

By: _____

NAME & TITLE OF INDIVIDUAL

ORGANIZATION

DATE _____



SECTION III - END OF MISSION REPORT

I. End of Outgoing Trade Mission Report

-To be submitted to:

Executive Director, The Jay Malina International Trade Consortium
111 N.W. 1st Street, 25th Floor, Suite 2560
Miami, Florida 33128 USA

Must be submitted no later than **45** days after end of mission, to be eligible for reimbursements.

Name of Mission/ Event Date _____

Organizing Agency _____

Address: _____

City, State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

1. Please provide an official list of mission participants with names, addresses, and phone numbers:

2. List the total number of appointments:

3. List the names of the agencies, companies, organizations, visited during the mission:

4. List the number of licenses/ joint ventures/ MOU's/ signed during this mission (if any):

5. List number of agreements or prospects or contracts signed, by business category, during the mission (if any):

6. Please describe networking and business opportunities emanating from this mission (if any):

End of Mission Report (Cont'd)

7. Describe how the mission benefited mission participants:

For example, meeting new ventures, providing networking opportunities, opening doors to small and medium sized companies, or obtaining better understanding of the available opportunities in the visiting country. Please describe networking and business opportunities emanating from this mission (if any):

8. How did your business mission enhance Miami-Dade County's image as the center of international trade:

9. How many of the mission's participants were first-time participants:

10. Please list any other comments you would like to share regarding the mission:

[illegible]

Report Prepared By: _____ **Date:** _____

SECTION III - END OF MISSION REPORT (Cont'd)

II. Budget Reconciliation and Reimbursement Request

Indicate below and attach receipts for expenses incurred in an amount not to exceed \$3,000. Original receipts must be kept on file by Grantee for a period of three years.

BUDGET

ACTUAL REVENUES

	<u>(A) CASH</u>	<u>(B) IN-KIND</u>
Participant Fees	_____	N/A
Sponsorships	_____	_____
Other Sources of Support – List	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
ITC Funding	\$3,000.00	N/A
Total Revenues for Mission	_____	_____
Grand Total	(A + B) _____	

ACTUAL EXPENSES

THESE ARE THE ONLY EXPENSES ELIGIBLE FOR REIMBURSEMENT
(Reimbursement cannot be processed without original receipts)

ADMINISTRATIVE

Expenses

-In Country Contract Personnel	_____
-Appointments Coordination	_____
-Translations	_____
- Security	_____
-Facilities/Space Rental	_____

MARKETING AND PROMOTION

-Advertising	_____
-Printing	_____
-Mailings	_____
-Group Meetings	_____
-Networking Luncheons & Receptions	_____

Total (up to \$3,000) \$ 3,000.00

I, _____ hereby certify that the information contained in Section III (End of Mission Report) is to the best of my ability true and correct:

NAME OF MISSION

Signature of Executive Director
Or Authorized Representative

DATE